



## **MDA- ASSOCIATE MANAGER INTERMEDIATE, GRANT PROGRAMS**

### **Characteristics of Work**

This is intermediate level professional work involved in the planning, implementation, management, and monitoring of contracts. Employees in this classification represent lead workers in the work unit who perform the full range of professional work, operate with minimum supervision, and may exercise line or functional supervision on a project basis only. Incumbent is responsible for monitoring the status of assigned contracts; providing technical assistance to subgrantees; and ensuring compliance of analysis and implementation criteria and federal rules and regulations. Incumbent receives supervision from an administrative superior. Work is subject to periodic review by agency officials and federal and state government officials.

### **Examples of Work**

**Examples of work performed in this classification include, but are not limited to, the following:**

Prepares proposals, concept papers and/or policy initiatives.

Develops project and leverage funds, prepares reports and writes grants or contracts.

Establishes procedures and methods to regularly check work to ensure compliance with state and federal regulations.

Identifies program deficiencies and recommends corrective action.

Develops proposal format, instructions, and forms.

Coordinates special projects with staff members.

Provides training and technical assistance to subgrantees or subcontractors.

Composes public notice and letters of intent to advertise "Request for Proposal" (RFP).

Conducts on-site visits of programs to determine compliance with applicable laws and regulations.

Analyzes and reviews fiscal management system.

Performs related or similar duties as required or assigned.

### **Essential Functions**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Provides for the establishment of criteria to evaluate programs under Federal regulatory acts.
2. Coordinates and manages the monitoring of subgrants to ensure EEO compliance.
3. Evaluates programs and reviews contract documents in accordance with established criteria.
4. Reviews Progress Reports and Status Reports for completion and consistency with actual performance.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SME's) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience demonstrating the ability to perform the essential functions of positions. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Field of Vision:** Ability to observe an area up or down, left or right while eyes are fixed on a given point.

**Accommodation:** Ability to adjust focus.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to reach with hands and arms. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

**Speaking/Hearing:** Ability to present and receive information through speaking and listening skills.

### **Experience/Educational Requirements:**

**Education:**

A Master's Degree from an accredited four-year college or university in Business Administration, Public Administration or a related field,

**AND**

**Experience:**

Two (2) years of experience related to the above-described duties;

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university in business administration, public administration or related field,

**AND**

**Experience:**

Three (3) years of experience in work related to the above described duties;

**OR**

**Experience:**

One (1) year of experience as a MDA-Associate Manager, Grant Programs.

**Substitution Statement:**

Above the Bachelor's degree level, related education and related experience may be substituted on an equal basis.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.